

THE WOODLANDS TOWNSHIP

Board of Directors

REGULAR BOARD MEETING

July 25, 2012

MINUTES

THE STATE OF TEXAS §

COUNTIES OF HARRIS & MONTGOMERY §

The Board of Directors of The Woodlands Township met in regular session, open to the public, on July 25, 2012, posted to begin at 5:00 p.m. The meeting was held in a meeting room at the office of The Woodlands Township, Board Chambers, 2801 Technology Forest Boulevard, The Woodlands, Texas, within the boundaries of The Woodlands Township.

Chairman:

Bruce Tough

President/General Manager:

Don Norrell

Vice Chairman:

Peggy Hausman

Staff/Advisors:

Alan Benson

Mary Connell

Karen Dempsey

Taunya Jacques

Miles McKinney

Mike Page

John Powers

Daniel Ringold

Monique Sharp

Bret Strong

Susan Welbes

Renee Williford

Secretary:

Ed Robb

Treasurer:

Gordy Bunch

Directors:

Mike Bass

Nelda Luce Blair

Jeff Long

1. Pledge of Allegiance:

Chairman Tough led the Pledge of Allegiance to the United States flag and Texas State flag.

2. Call meeting to order:

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Chairman Tough called the meeting to order at 5:08 p.m. and declared that notice of this meeting was posted 72 hours in advance at the Courthouse of Montgomery and Harris Counties and inside the boundaries of The Woodlands Township at the office building located at 2801 Technology Forest Boulevard, The Woodlands, Texas.

The roll was then called of the duly elected members of the Board with all members present. As there was a quorum of members present, the Board proceeded to conduct business regarding the following matters.

3. **Receive, consider and act upon adoption of the meeting agenda;**

Motion by: Peggy Hausman moved to adopt the agenda as presented.

Second by: Bruce Tough

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike(Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

4. **Recognize public officials;**

Chairman Tough recognized the following public officials:

- **Steve Toth**-Republican nominee for Texas House of Representatives, District 15
- **Steve Leakey**-President, Alden Bridge Village Association
- **Claude Hunter, Tom Campbell and Lloyd Matthews**-former Township Directors
- **George van Horn**-Grogan's Mill Village Association VP of Government Relations
- **Deborah Sargeant**-President, Grogan's Mill Village Association
- **Rick Jakovac**-former director of The Woodlands Community Association
- **Ted Stanley**-President, College Park Village Association
- **Stuart Schroeder**-President, Cochran's Crossing Village Association
- **Amy Lecocq**-President, Indian Springs Village Association
- **Karen Hoylman**-President/CEO South Montgomery County Woodlands Chamber of Commerce

5. **Public Comment;**

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The following individuals provided public comment:

- **Steve Leakey**-commented on Commercial Development and Total Lot Clearing and requested that the Board make this concern a future agenda item
- **Jason Creel**-commented about storm damage from June 2012 and the Township's insurance provider
- **Karen Hoylman**-commented about The Woodlands Convention and Visitors Bureau Board structure

Following Public Comment, Chairman Tough recognized Nick Wolda, Director of Community Relations for The Woodlands Township, and Mary Connell, Community Relations Manager for The Woodlands Township, for receiving two Communicator Awards for Creative Excellence.

6. Receive and consider the Law Enforcement Report;

Marian Leck, Director of Law Enforcement for The Woodlands Township, provided the following report:

- Montgomery County Sheriff's Office is fully staffed
- Harris County's two new deputies are working well
- HAP-canine was sent on eleven deployments and three arrests were made
- Watch Talk Wednesday Program-U.S. Marshall's Service presented information on what they do in the community
- Woodlands Watch Program-residents encouraged to take the time and effort to see what they can do to make their neighborhood safe and to sign up with The Woodlands Watch Program

6(a). Community Policing Report; See above report

7. Receive and consider reports from Village Association Representatives;

Reports were provided by the following Village Association (VA) representatives:

Alden Bridge VA-President Steve Leakey reported that a boy scout attended the meeting to work on his citizenship merit badge; Sgt. Cassidy provided a law enforcement report; Claude Hunter is now a

Village representative on the Board; in the process of preparing audit to be submitted to the Township Board; Adele Young is a representative on The Woodlands Green Efforts; Board members Kendrick Skipper and Melanie Bush were accepted to participate in Leadership Montgomery County

Cochran's Crossing VA-President Stuart Schroeder thanked Mike Bass for attending the meeting, Township Neighborhood Services staff presented information on hurricane preparedness; reported no burglaries of

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habitation, but burglary of motor vehicles is up; participated in the 4th of July Parade; Fall Festival will be held October 21; residents concerned about appearance of the Village and lack of maintenance/improvements

College Park VA-President Ted Stanley commented that due to time constraints he would forego his report

Creekside Park VA-no report

Grogan's Mill VA-George van Horn thanked the Board for their service; village participated in the 4th of July Parade to promote the Farmers' Market; village would like to see better communication with the CVB regarding coordinating a calendar of events; expressed the VA Board's confidence that residents are well represented on the CVB Board

Indian Springs VA-President Amy Lecocq reported that the Village received the Community Event Award for its entry in the 4th of July Parade; July meeting held at the Fire Station-thanked Chief Benson and Deputy Chief Walker for providing the meeting space and tour of the facility; collecting Caps & Corks; Taste of the Village will be held on October 20; new program with the boy scouts-placing flags at entrances to the Village; submitted suggestions to the Township Board for consideration in the 2013 budget (museum, life size chess pieces and LED lights on both sides of stop signs)

Panther Creek VA-no report

Sterling Ridge VA-no report

8. **Receive, consider and act upon the Consent Agenda:**
(This agenda consists of non-controversial or "housekeeping" items required by law. One motion with modifications, if applicable, approves for action, all items contained within the Consent Agenda. Items may be moved from the Consent Agenda to the Regular Agenda by any Board Member making such request prior to a motion and vote.)

Consent Agenda Items :

Note: Items 8(a) and 8(b) were pulled from the Consent Agenda and acted upon separately.

- 8(a). **Approve minutes of the June 21, 2012 Board Workshop, June 22, 2012 Board Planning Session, and June 27, 2012 Regular Meeting of the Board of Directors of The Woodlands Township;**

Motion by: Peggy Hausman moved to approve Consent Agenda Item 8(a) regarding the June 21, 2012 Board Workshop minutes.

Second by: Mike Bass

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		

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Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Motion by: Peggy Hausman moved to approve Consent Agenda item 8(a) regarding the June 22, 2012 Board Planning Session minutes.

Second by: Gordy Bunch

Motion passed unanimously with one abstention.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)			x
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Motion by: Peggy Hausman moved to approve Consent Agenda item 8(a) regarding the June 27, 2012 Regular Board Meeting minutes.

Second by: Nelda Luce Blair

Motion passed unanimously with three abstentions.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)			x
Bunch, Gordy (Treasurer)			x
Bass, Mike (Director)			x
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

8(b). Approve an interlocal agreement with the Montgomery County Hospital District and the City of Conroe regarding acceptance of communication interface equipment;

Bret Strong, legal counsel for The Woodlands Township, responded to Director Bass' question regarding disclosure of information in the grant applications. Mr. Strong assured the Board that two grant applications had been reviewed in detail and that an email had been received from FEMA stating that the grant structure was in accordance with their requirements.

Board discussion followed.

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Motion by: Nelda Blair moved to approve Consent Agenda Item 8(b).

Second by: Peggy Hausman

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Motion by: Peggy Hausman moved to approve Consent Agenda Items 8(c-h).

Second by: Jeff Long

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Recap of Consent Agenda Items:

8(c). Approve consultant services in the amount of \$13,000 to utilize Pietsch Consulting Services for ISO evaluation Phase 1, and further authorize the Fire Chief to execute the service agreement;

8(d). Approve extension to the 2012 swimming pool schedule by one week;

8(e). Approve amendment to American Business Machines agreement;

8(f). Approve an amendment to the tax abatement agreement with JD Warmack/Repsol to correct the property description;

8(g). Approve deferring action on a proposal to provide funding for the Oak Ridge Woodlands Area Little League

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(ORWALL) to the August Board agenda;

8(h). Approve award of bid for all weather turf at sports fields to the August Board agenda;

9. BRIEFINGS:

10. Receive and consider a quarterly update from The Woodlands Convention and Visitors Bureau;

Nick Wolda, President of The Woodlands Convention and Visitors Bureau (TWCVB), presented a quarterly update on TWCVB services, visitor activity, special event attendance and destination marketing efforts. Also included in Mr. Wolda's report were the following: Waterway Cruiser update and CVB/Waterway Cruiser Financial for the five months ended May 31, 2012.

Board discussion followed. This item was for information sharing only.

11. Receive and consider a report on process to complete capital reserve study;

Monique Sharp, Assistant General Manager of Finance & Administration for The Woodlands Township, reported to the Board that because of delays due to illness and other issues that the capital reserve study was not complete. Ms. Sharp informed the Board that a Request for Proposal was being sent to three firms to complete the project. It was estimated by Ms. Sharp that the capital reserve study would be completed by October 2012.

Board discussion followed. This item was for information sharing only.

12. REGULAR AGENDA:

13. Receive, consider and act upon the financial report;

Monique Sharp presented The Woodlands Financial Report. The Board was referred to handout material containing the General Purpose Statements as of and for the six months ended June 30, 2012. After a review of the combined Financial Statements and Monthly Investment Report, a report on the General Fund vs. Actual was presented. Ms. Sharp then reported on sales tax collections, hotel occupancy tax collections, and property tax collections. Board discussion followed.

Motion by: Nelda Luce Blair moved to accept the financial report as presented.

Second by: Peggy Hausman

Motion passed unanimously.

The financial report is attached hereto as Exhibit "A."

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Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

14. Receive, consider and act upon appointments to the Development Standards Committee;;

Chairman Tough called on Karen Dempsey, Management Analyst for The Woodlands Township, to present this item. Following Ms. Dempsey's review of the election process, ballots were distributed to the Board members. Each Director voted for four candidates, ballots were signed and turned in to Don Norrell who then tallied the results. The top four vote-getters, listed below, were appointed to the Development Standards Committee:

- Chris Florack-7 votes
- Deborah Sargeant- 6 votes
- Danie van Loggerenberg-6 votes
- Herman Weindel-7 votes
- Katherine Yoklavich-2 votes

Ballots/tally sheet are attached hereto as Exhibit "B."

*Approve The Woodlands Development Company appointees to the Development Standards Committee;

Motion by: Nelda Luce Blair moved to approve The Woodlands Development Company appointees (Ken Anderson, Kim Hess, and Robert Heineman) to the Development Standards Committee.

Second by: Jeff Long

Motion passed 6-1.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)		x	
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

15. Receive, consider and act upon a presentation regarding the relationship between The Woodlands Township and the Development Standards Committee (DSC);

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Chairman Tough called on Don Norrell to present background information on this item. Following Mr. Norrell's comments, Director Bass was recognized and then asked to comment on this item. Mr. Bass raised some issues that he feels the Township Board should consider: (1) a request to the DSC to develop more formal Rules of Procedures for conducting its meetings in order to be more open and transparent and (2) if the Board supports issue #1, how can this be achieved?

Following Mr. Bass' comments, Board discussion followed and then the following motion and second were made:

Motion by: Mike Bass moved to table the current issue of whether the current DSC by-laws were properly imposed on the DSC and are in fact valid. In addition, Mr. Bass moved to request that within 90 days that the DSC consider and submit to The Woodlands Township the DSC adopted operating guidelines that improve transparency and openness of DSC processes and procedures and consider the following when developing these guidelines:

- Publish the full agenda of the DSC, not just a summary.
- Publish all documents to be discussed during a meeting.
- Broaden the scope of public notices regarding impending new construction, improvements, and variances.
- Make greater use of Public Hearings to obtain feedback regarding changes to the Standards and approval of new commercial development.
- Seek greater input from the RDRCs in regard to revisions to the Residential Standards, including creation and changes to neighborhood criteria.

Second by: Peggy Hausman

Board discussion followed. The following motion and second were then offered.

Motion by: Ed Robb moved to table this item.

Second by: Nelda Luce Blair

There was no further discussion on this item.

Motion passed 4-3.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)		x	
Bass, Mike (Director)		x	
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)		x	

Following the vote, questions were asked of the current DSC Chair, Deborah Sargeant. Ms. Sargeant responded to all questions and reported that it is the intention of the DSC to periodically give the Township

Board an update on issues that come before the DSC. Ms. Sargeant also encouraged Board members to attend a DSC meeting.

16. Receive, consider and act upon recommendation to the Members of The Woodlands Convention and Visitors Bureau (CVB) as to the Board of Directors' positions of The Woodlands Convention and Visitors Bureau;

Director Blair commented on this item and suggested that the Village Associations be formally invited to attend CVB Board meetings. Following Director Blair's comments, the following motion and second were made:

Motion by: Nelda Luce Blair moved that the Township Board recommend to the CVB the current make-up of the CVB Board that being: (President/General Manager of The Woodlands Township-currently Don Norrell; the President of the South Montgomery County Woodlands Chamber of Commerce-currently Karen Hoylman; the General Manager of The Woodlands Waterway Marriott Hotel & Convention Center-currently Fred Domenick; and the General Manager of The Woodlands Resort & Conference Center-currently Kent Johnson) to serve as Members and subsequently as Directors of TWCVB from July 2012 through June 2013. The motion also included the recommendation that CVB formally invite Village Association representatives (liaisons) to attend and participate in CVB meetings.

Second by: None

Board discussion followed. Attorney Bret Strong was called on to clarify information.

Director Bass requested that the General Manager of The Woodlands Mall be recommended as a member to serve on the CVB Board of Directors. Director Blair did not accept Director Bass' request.

Board discussion continued. Director Blair subsequently withdrew her original motion and then made the following motion.

Motion by: Nelda Luce Blair moved to have the Township Board of Directors cease the practice of making member recommendations to the Convention and Visitors Bureau (CVB) Board and make this the practice for the future. The motion also included leaving it up to the members appointed by the Township Board to the CVB Board of Directors to make the recommendations.

Second by: Mike Bass

Board discussion followed.

Motion passed 5-2.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)		x	
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)		x	
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

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17. Receive, consider and act upon approval of a reforestation specification review;

John Powers provided background information on this item. Mr. Powers reviewed proposed changes to the tree specifications and then informed the Board that bids would be solicited and be due back by the end of August with award of bid to be made in September.

Board discussion followed the presentation.

Motion by: Peggy Hausman moved to authorize release of specifications for reforestation and to solicit bids which will then come back to the Board in September for award of bid.

Second by: Gordy Bunch

Mike Bass offered an amendment to the motion to limit the size of trees to 30 gallons and larger and to take saplings out of the specifications. Director Hausman did not accept the amendment to her motion.

Motion passed 6-1.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)		x	
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

18. Receive, consider and act upon a 2012 Budget Amendment for tree removal;

John Powers provided background information regarding a request from the Board to analyze what it would take to accelerate the tree removal schedule for dead trees in order for it to be completed as soon as possible. Mr. Powers informed the Board that three additional qualified tree contractors, additional hazard/dead tree tagging resources and some administrative support would be needed in order to complete the project by the end of October 2012.

Board discussion followed.

Motion by: Peggy Hausman moved to approve a \$417,400 Budget Amendment for tree removal. Director Hausman included in her motion that trees in excess of eight inches in diameter would be removed by professional contractors.

Second by: Nelda Luce Blair

Board discussion followed. Don Norrell provided clarification that only trees in excess of eight inches in diameter would be removed by professional contractors.

Motion passed 5-2.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

Note: A second motion was made as follows:

Motion by: Mike Bass moved to approve \$78,000 for tree removal by the end of October 2012.

Second by: Gordy Bunch

Board discussion followed. Director Blair asked Director Bass to consider revisions to his motion as noted in the Board Recommended Action. Directors Bass and Bunch agreed to revise their motion and second as follows:

Revised Motion by: Mike Bass moved to approve up to \$78,000 for tree removal by the end of October 2012; authorize the President/ General Manager to execute tree removal contracts with three additional qualified companies complying with current Board awarded competitively bid unit prices and terms; and to execute a professional services agreement for hazard/dead tree tagging services; and to authorize additional temporary administrative support services; and if deemed necessary by the President /General Manager, authorize the funding and development of a debris removal site and related leases, rents, contracts and service agreements.

Second by: Gordy Bunch

Board discussion followed.

The revised motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

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19. Receive. Consider and act upon award of bid for sport field lights at Creekwood Park and Harper's Landing Park;

Motion by: Nelda Luce Blair moved to award the bid to Techline in the amount of \$179,700 for the installation of sports field lights at Harper's Landing and Creekwood Parks and authorize the President/General Manager to execute a Construction Agreement.

Second by: Ed Robb

Board discussion followed.

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		

20. Recess to Executive Session to discuss matters relating to real property pursuant to §551.072, Texas Government Code; deliberation of economic development negotiations pursuant to §551.087, Texas Government Code; discuss personnel matters pursuant to §551.074, Texas Government Code; and to consult with The Woodlands Township's attorney pursuant to §551.071, Texas Government Code;

There was no need for Executive Session.

21. Reconvene in Public Session;

It was not necessary to reconvene in Public Session.

22. Consideration of items to be placed on the agenda for next month's meeting;

Nelda Luce Blair-requested information on Commercial Development and Total Lot Clearing

Peggy Hausman-requested an insurance update on residential claims

Ed Robb-requested discussion on Public Comment as it is currently exists on the Agenda

Mike Bass-requested Board discussion on Cochran's Crossing streetscape maintenance issues and a resident's comments regarding electric scooters not permitted on pathways and in parks

23. Board announcements;

There were no Board announcements.

24. Public comment, and;

There was no Public Comment.

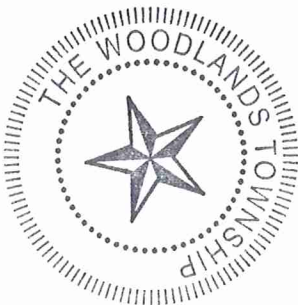
25. Adjournment.

Motion by: Mike Bass moved to adjourn the meeting at 7:27 p.m.

Second by: Peggy Hausman

Motion passed unanimously.

Directors	YES	NO	ABSTAIN
Tough, Bruce (Chairman)	x		
Hausman, Peggy (Vice Chairman)	x		
Robb, Ed (Secretary)	x		
Bunch, Gordy (Treasurer)	x		
Bass, Mike (Director)	x		
Blair, Nelda Luce (Director)	x		
Long, Jeff (Director)	x		



Ed Robb
Secretary, Board of Directors

EXHIBIT OMISSIONS*

EXHIBIT "A"

EXHIBIT "B"

***To view Exhibits, please contact the Records Management Analyst at 281-210-3800.**